

"MUST KNOW" FOR MARINES/SAILORS COMING TO OKINAWA
UPDATED: 24 APRIL 15

TABLE OF CONTENTS

TOPIC	PAGE
Table of Contents	1
1. Relocation Assistance	2
2. Unaccompanied Service Members PCSing to Okinawa	2
3. PCS Orders	3
4. Military ID, Passports & Reentry Stamps	3 REVISED
5. Electronic Welcome Aboard Package	4
6. Overseas Suitability Screening (OSS) for Family Members	4
7. Area Clearance/Dependent Entry Approval	5
8. Exceptional Family Member Program (EFMP)	6
9. Pets	7
10. Banned Dog Breeds	8
11. Pets and Military Family Housing	8
12. Military Family Housing (MFH) for Accompanied Personnel	8
13. Mandatory Bachelor Quarters Policy	9
14. Dual Service Members and Housing/Billeting	9
15. Household Goods (HHG) Weight Restriction	10
16. Furnishings	10
17. IPAC Check-in and Entitlements	10
18. Delayed Family Member Travel for USMC Service Members	12
19. Newcomer's Orientation Welcome Aboard Brief	13
20. Operator's Permit for Civilian Vehicle (Drivers License)	14
21. Department of Defense Schools (DoDDS)	14
22. Defense Biometric Identification System (DBIDS)	14 NEW
23. Cell Phone Contracts	15
24. Children Supervision Guidelines	15 NEW

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1. RELOCATION ASSISTANCE

Please contact the Marine & Family Programs-Resources at reloassist@okinawa.usmc-mccs.org with any relocation questions so we can direct you to the appropriate section.

Comm'l: 011-81-98-970-8395/7494

DSN: (315) 645-8395/7494

2. UNACCOMPANIED SERVICE MEMBERS PCSING TO OKINAWA (added March 2015)

This information pertains to unaccompanied personnel (**E-5 and below**) reporting to USMC/USN commands on Okinawa. There are two major airports/terminals in which military service members and their families arrive at. Unaccompanied USMC and USN E-6 and above personnel are not impacted by this information.

- **Marines and Sailors reporting to Marine Corps commands - MCIPAC/IIIMEF (MCB, 1st MAW, 3rd MLG and 3rd Mar Division)**

NOTE: This applies to all USMC and USN E-5 and below (unaccompanied) assigned to USMC units on Okinawa.

NAHA Airport: When unaccompanied service members (E-5 and below) assigned to USMC units arrive at Naha Domestic Airport, they should look for a Marine in uniform with a brassard saying Joint Reception Center (JRC) and holding a JRC sign. The representative will take all the unaccompanied service members to a bus that will transport them to the JRC barracks on Camp Foster. If there is not a JRC representative at the airport, the inbound service member should look for a red Marine Corps sign with the JRC contact information and call that number.

If they need to contact the JRC Driver, the duty number is 090-6861-4727. Once contacted, the driver will pick go and pick them. The Airport Information Desk also has the base DSN access number. The Barracks Duty can be contacted at 645-5170.

KADENA Air Force Base/AMC Terminal: When unaccompanied Marines/Sailors assigned to USMC units arrive at Kadena AMC Terminal; they need to locate USMC JRC or PMO representative after exiting the aircraft. The JRC/PMO personnel will provide the arriving service members directions. JRC/PMO personnel will provide a quick brief to newly arrived service members barracks, before being processed in and taken to the JRC barracks.

- **Sailors Reporting to 3rd Dental Battalion/Naval Dental Clinic**

3rd Dental Battalion command representatives will be at both of the arrival locations and meet with the inbound Sailors and placed on the JRC bus. Upon completion of JRC in-processing, the Sailor will be released to 3rd Dental Battalion.

Contact information for 3rd DENTAL Sponsorship Coordinator
DSN: (315) 645-2390

Commercial 011-81-98-970-2390

NDCOKI-CMDSponsorship@med.navy.mil

<http://www.med.navy.mil/sites/3denoki/IncomingPersonnel/Pages/default.aspx>

- **Sailors (E-5 and below) reporting to the U.S. Naval Hospital (USNH) Okinawa**

They should NOT take the JRC bus or go to the JRC Barracks. USNH has a command in-processing/indoctrination program that is separate from JRC. Incoming USNH Sailors will be picked up by their sponsor or a USNH command representative at their arrival points and then be taken to the USNH barracks. It is strongly suggested that incoming USNH Sailors contact their command and coordinate their arrival prior to arriving on Okinawa.

Contact information for the USNH Sponsorship Program

DSN: (315) 646-7540

Commercial: 011-81-98-971-7540

Email: NHOKiSponsor@med.navy.mil

<http://www.med.navy.mil/sites/nhoki/welcome/Pages/Sponsor.aspx>

- **Sailors (E-5 and below) reporting to Commander Fleet Activities Okinawa (CFAO)**

As with USNH, CFAO Sailors should NOT take the JRC bus or go to the JRC barracks. CFAO Sailors are picked up either by a command representative or their sponsors. Like USNH, CFAO has a command in-processing/indoctrination program that is separate from JRC. It is strongly suggested that incoming CFAO Sailors contact their command and coordinate their arrival prior to arriving on Okinawa.

Contact information for CFAO Sponsorship Program

DSN: (315) 634-8245

Commercial from CONUS: 011-81-98-961-8245

http://www.cnmc.navy.mil/regions/cnrj/installations/cfa_okinawa.html

3. PCS ORDERS

Service members should review the permanent change of station orders to ensure awareness and understanding of all applicable entitlements to include current household goods weight restrictions and allowances, military pay and allowances, local housing policies, Government of Japan pet importation regulations and additional information as may be necessary on a case-by-case basis, immediately upon receipt. In addition, they should revise their military orders to ensure details regarding family members are up-to-date and accurate prior to separating from his or her detaching command. Also, saving electronic copies of important documents (i.e. PCS orders, Area Clearance/Dependent Entry Approval) is highly recommended since the member will need these documents when checking in.

4. MILITARY ID, PASSPORTS & RE-ENTRY STAMPS (revised April 2015)

Inbound service members should verify that all their documents are up to date and all IDs are valid at the time of departure. Name and initials should match on all identification. All dependents, regardless of age, must have a passport. Dependents 10 years of age or older must

also possess a valid military ID. Failure to provide these documents could result in not being able to board the Patriot Express flight.

All family members must have a passport before departing to Okinawa. The JTR states that military family members rate a no-fee passport. More information can be obtained at the designated passport agent, IPAC Office or <http://travel.state.gov/content/travel/english.html>. Family members may also travel with their tourist passport. No matter what passport they use, they must have military orders and Area Clearance/Dependent Entry Approval with them.

Service members can travel to Japan with original orders and military I.D. However, it is highly recommended that they obtain a tourist passport, especially if they plan on traveling during their tour in Japan.

No-fee passports should not be used when visiting other countries for leisure travel. No-fee passports are intended for official business only (from the United States and back). Service members are also highly encouraged to obtain a passport before departing to Okinawa.

Foreign-born spouses do not rate a No-fee passport until they become a U.S. Citizen. They can travel to Japan with their original passport. If the foreign-born spouse is not a Japanese citizen, they will need to check with the Japanese Embassy/Consulate to find out the entry/visa requirements for the country's passport they hold.

They should also contact the Immigration and Naturalization Services and inquire about their immigration status just in case they have to return to the United States after coming to Japan. If they have received their Residency/Green Card or permanent visa to stay in the U.S., they should not have any issues returning.

As soon as possible after arrival on Okinawa, DoD Civilian employees and active duty/civilian family members are REQUIRED to obtain a Multiple Exit/Re-entry Permit stamp in their passport to ensure exit from and reentry to Japan without problems. The Multiple Exit/Re-entry Permit stamp for passports are issued by most Installation Personnel Administrative Centers (IPAC) on Okinawa and by the MCB PMO Customs Office during normal working hours. Military Orders (military) or Letter of Employment (civilian) along with the passport(s) are required for get permit stamps at IPAC or PMO Customs.

5. ELECTRONIC WELCOME ABOARD PACKAGE

Access Electronic Welcome Aboard Package (EWAP) to obtain more information at: <http://www.mccsokinawa.com/welcomeaboard/>

The EWAP contains helpful information pertaining to Newcomers' Orientation, Housing process, BEQ/BOQ/TLA policies, Pet Booklet, etc.

6. OVERSEAS SUITABILITY SCREENING (OSS) FOR FAMILY MEMBERS

Upon receipt of PCS orders to Okinawa, service members with accompanied orders must start the OSS process for **ALL** family member(s). This process involves medical, dental and educational screenings which will identify if the family member(s) has any special needs on these areas and if the US Naval Hospital Okinawa will have the resources to service them during their tour on Okinawa.

The service member's losing command, the area Suitability/Overseas Screening Coordinator or the nearest Medical Treatment Facility can provide information about the OSS process. For an overview of the OSS process and a list of required documents/forms to be completed can be found at the Okinawa Naval Hospital website located at:

<http://www.med.navy.mil/sites/nhoki/Patients/OSS/Pages/default.aspx>

For any questions or concerns regarding this process, please contact the Okinawa Overseas Screening Committee at:

DSN: 315-646-7408 or

Commercial: 011-81-98-971-7408

Email: NHOKiOSS@med.navy.mil or

NHOKI-OverseasScreeningCoordinator@med.navy.mil

Once the family member completes the OSS process and is found **SUITABLE** to come to Okinawa, their paperwork must be submitted to IPAC/PSD requesting the Area Clearance/Dependent Entry Approval (DEA).

7. AREA CLEARANCE/DEPENDENT ENTRY APPROVAL

What is Area Clearance?

Area Clearance is COMMAND SPONSORSHIP for dependents who accompany their service member on an overseas assignment.

Unlike CONUS locations where dependents of military personnel receive benefits and entitlements through their service member's sponsorship, dependents must obtain additional command sponsorship to receive similar entitlements when they accompany their service member OCONUS.

Who is required to have Area Clearance?

Area clearance is for Family Members ONLY.

Area clearance is issued to service members for their dependents, and is only valid for the duration of the accompanied-by-family member tour in Okinawa.

What is required to obtain Area Clearance Approval?

To be granted area clearance for dependents, members must complete a REPORT of SUITABILITY for OVERSEAS ASSIGNMENT NAVPERS 1300/16 application. The application is available through an online search.

Dependent(s) must complete a medical Suitability Screening as a prerequisite to completing the NAVPERS 1300/16 REPORT of SUITABILITY application. The medical screening process is explained at <http://www.med.navy.mil/sites/nhoki/Patients/OSS/Pages/default.aspx>. All required medical documents are also available through this site.

In addition to the medical screening prerequisite, members must have sufficient time on their contract to execute the 36 month accompanied tour requirement.

ALL family members must have **an approved** area clearance/dependent entry approval before departing to Okinawa. Service member should not detach from the losing command until his/ her family has received an approved area clearance message from MCB Butler.

The MCB Area Clearance Office is seeing an increase in preparation issues from detaching commands (i.e. not including necessary attachments/appendices, sending to the incorrect PLAD address). In addition, recent trends indicate that family members are missing/not included from the service member's orders, with this error not being caught until arriving on Okinawa. Area

clearance approvals are prepared based on the member's confirmed dependents in MCTFS. Members are advised to contact their parent Command to conduct a dependent audit to add new dependents and confirm the accuracy of dependents' information. Failure to ensure this information is correct could result in delays to approve the request at the area clearance office.

Upon initial receipt of Permanent Change of Station Orders (PCSO) that directs a Marine and his/her family members to any Monitor Command Code (MCC) on Okinawa; the current Command will submit the request for Area Clearance approval. Requests must be submitted using the following Plain Language Address (PLA) to:

- CG MCB CAMP BUTLER JP G-1(UC)
- CG MCB CAMP BUTLER JP(UC)
- CG MCIPAC G1(UC)

Navy personnel assigned to Marine Corps Commands on Okinawa will submit their Dependent Entry Approval to IPAC via PLA addresses described above. However, if the Navy Personnel is assigned a Navy command such as CFAO, USNH, etc. will submit their request via DMS to: PERSUPP DET OKINAWA KADENA JA//N-1// per the current editions of NMPCINST 4650.3 (Series) and MCO P1000.6 (Series). Additional information concerning Dependent Entry for Naval personnel maybe directed by calling DSN: 634-9337.

For more information about Area Clearance, please contact the following personnel:

- Marines: IPAC Customer Service Section, 645-8512
Also handles green side Sailors
- Navy: PSD, PCS Inbound Section, 634-6310/6316

Once the inbound service member receives the approved area clearance, he/she must, once again, verify if all family members are listed on the area clearance. In addition, they must check if all information is correct (SSN, DOB, etc.). If the information is incorrect, the service member must request it to be corrected before departing to Okinawa.

8. EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

Upon receipt of orders, transitioning service members with EFMP family members need to ensure their family is prepared and ready for the move. Please ensure that the following items are in order:

- EFMP enrollment is current, including any Individual Education Plans (IEP), Individual Family Service Plans (IFSP) and 504 plans. Ensure all copies of your EFM's medical records are up to date and on hand.
- If there are housing needs, make sure that all special accommodations and modifications are annotated by the treating physician on page 7 on the Family Medical Summary Form (DD Form 2792). For more information on this form, please see your EFMP Case Worker. The Okinawa DoD Housing Office located on Kadena Air Base will **NOT** accept any medical Exception to Policy (ETP) without proof of current EFMP enrollment. For more information or assistance, please contact the EFMP office by email: efmp@okinawa.usmc-mccs.org, or by phone at DSN (315) 645-9237 / comm'1; 011-81-98-970-9237.
- For assistance dogs that help disabled individuals, all the required paperwork must be hand carried. Check the local pet policy in order for a smooth transition. For more information on

the Japan's pet importation regulations, please go to the MCCS Okinawa Webpage, or refer to items 7 and 8 of this document. If unsure, contact the Okinawa DoD Housing office for more information and clarification.

- Hand-carry a copy of your child's current IEP/IFSP or 504 plan for any children receiving specialized services in school.
- Make sure that the EFMP Family Transition Checklist, located on the EFMP page of the MCCS Okinawa webpage, is completed.
- Upon arrival on Okinawa, stop by the EFMP table during Newcomer's Orientation Information Fair and check-in with the Okinawa EFMP office located on Camp Foster in Building 495. The Okinawa EFMP Team can be contacted using the Okinawa EFMP group email address: efmp@okinawa.usmc-mccs.org, by phone at 645-9237. In addition, for more information on the Exceptional Family Member Program or on transitioning to the Okinawa, please visit the EFMP webpage located at www.mccsokinawa.com/efmp.

9. **PETS**

The process to bring a pet to Japan can be very extensive (6-9 months). We recommend that service members start this process as early as possible by visiting a Veterinary Facility (preferably on-base vet clinic, if available). All steps of the process must be completed in order to avoid delay. The pet process includes the following: 1) Microchip, 2) Vaccines, 3) Fluorescent Antibody Virus Neutralization (FAVN) rabies blood test, 4) Quarantine, 5) Health Certificate, 6) Advanced Notification. There are a couple of websites that you can visit to obtain information about bringing your pets to Okinawa.

- MCCS Okinawa Electronic Welcome Aboard Package located at <http://www.mccsokinawa.com/welcomeaboard/>, click on "Housing & Pets" and then click on "Pet Information" link which will access a booklet called "Importing Pets into Japan". This booklet covers the pet importation process step-by-step.
- Japan District Veterinarian Command website located at: <http://www.usarj.army.mil/organization/vet/import.aspx>.
- Japan Animal Quarantine Service website located at: <http://www.maff.go.jp/aqs/english/contactus.html>

AMC flights will take pets and cages weighing a total of 150 lbs. However, space for pets is limited on AMC. If traveling commercially, pets with their cage weighing over a combined of 100 lbs. will probably have to go cargo, which is much more expensive. If this situation applies to an inbound family, we recommend they research the cost flying their pet via cargo. As mentioned above, this option is a much costlier option. They might be able to get a spot on AMC to come to Okinawa, but there is no guarantee that they will have a spot on AMC when they depart Okinawa, especially during the summer months. Most airlines (other than AMC) have severe restrictions regarding flying any pets during the summer months. Please check with the airlines to find out what restrictions/regulations they have regarding flying pets.

U.S. flagged airlines will no longer transport certain dog breeds, particularly the English bulldog or mixes of this breed at all. The Patriot Express still transports them, but

space for pets is not guaranteed and is very limited throughout the year. We highly suggest that service members check with the airlines for regulations/restrictions/policies regarding short-nosed dogs before starting the process to bring pets to Okinawa.

10. BANNED DOG BREEDS

According to AFI 32-6001_AFGM2 and MCBJO 10570.1, certain dog breeds are prohibited in all Military Family Housing (MFH) on Okinawa. In addition, the Memorandum for all MFH in Okinawa (<http://www.housing.af.mil/shared/media/document/AFD-120525-022.pdf>) combines the restricted breeds and identifies them as follows:

- Pit Bull (full or mixed breed)
- Rottweiler (full or mixed breed)
- Canid-wolf hybrid (full or mixed breed)
- Doberman Pincher (full or mixed breed)
- Chow (full or mixed breed)

Please note that having one of these breeds is **NOT** justification to be granted permission to reside in off-base housing.

11. PETS AND MILITARY FAMILY HOUSING

All pet owners must ensure their dogs and cats are properly registered with the Base Veterinary Facility (VTF) within three days (72 hours) of arrival. All MFH residents will be required to complete the Pet Registration Form prior to assignment to MFH.

Two domestic pets per household, defined as a cat, dog or a combination, are allowed in single dwelling units, duplexes, multiplex units and towers. In tower buildings, cats are allowed on all floors; however, dogs are only allowed on the first and second floors.

Before making arrangements to bring a pet to Okinawa, you are strongly encouraged to contact the Housing Office at least 30 days prior to arrival to ensure pet friendly housing is available. Having a pet does not guarantee placement in a particular housing unit. Placement is based on availability and the member's entitlement. The non-availability of pet friendly housing is not a justification to turn down a housing offer.

12. MILITARY FAMILY HOUSING (MFH) FOR ACCOMPANIED PERSONNEL

The Air Force is the DoD Executive Agent for all MFH on Okinawa. According to the 18 WG Policy Letter No. 38, all DoD personnel are mandated to live on-base, unless housing reaches the occupancy rate of **98%** or more based on service member pay grade/family status.

Eligible personnel (36 months accompanied tour) can submit an Advance Housing Application (Form DD 1746) to the Housing Management Office. Newcomers must also report to the housing office within 2 days after arriving on island to receive the housing brief and more information on their housing assignment. When visiting the Joint Housing Office, ensure copies of orders and Area Clearance/Dependent Entry Approval are brought to this appointment.

Before departing to Okinawa, members can submit the application (Form DD 1746) via email prior to their arrival along with a copy of their web orders to establish themselves in the housing waiting list database. Service member's application must identify and include supporting documentation for an impending promotion or gain of dependents so that he/she can be placed on the appropriate waiting list. A copy of their approved Area Clearance message will be required upon check-in. The Advance Housing Application (Form DD 1746) along with DoD Housing email addresses and phone numbers can be found at:

<http://www.housing.af.mil/okinawa/index.asp>

Failure to report to the report to the MFH Office within 2 working days of arrival will result in loss of Temporary Lodging Allowance (HIMEF/MCIPACO 7220.1). This visit is necessary to verify your eligibility for TLA, and receive counseling and guidance before entering into any written lease or rental/sales contract for housing. Navy Personnel should contact their command/PSD to clarify how this policy affects them, especially if they are reporting to a Marine Corps command.

13. BACHELOR QUARTERS MANDATORY POLICY

The MCIPAC Letter 4-13, signed 11 February 2013, states that bachelor and unaccompanied enlisted military service members in pay grades E-1 through E-7, Warrant Officers in pay grades WO-1 through CWO-3, and Officers in pay grades O-1 through O-3 shall be assigned to live in on-base bachelor housing/quarters.

This policy also states that Overseas Housing Allowance (OHA) will NOT be paid to an unaccompanied military service member already drawing Basic Housing Allowance (BAH) for family members back in CONUS. This policy applies to ALL ranks, including senior enlisted and officers on unaccompanied tours to Okinawa, who are not subject to the mandatory Bachelor Quarter assignment policy discussed above.

<http://mccsokinawa.com/resources/>

14. DUAL SERVICE MEMBERS AND HOUSING/BILLETING (UPDATED FEB 15)

Before departing to Okinawa, dual service members must check with their new command and the housing office regarding policies that could affect them. These policies can vary depending on their branch of service, but the following are the most common issues:

- If both service members are on 24 months unaccompanied tours, they do not rate family housing and will be required to live at the BOQ/BEQ. **Per MCIPAC Letter 12-14, if they desire to live together, they will have to ask permission to establish a household off-base which is subject to approval. Dual military service members should contact their command, sponsor and Housing Office to obtain the correct information before heading to Okinawa.**
- If both service members are on 36 months accompanied tours, they will not rate TLA if they arrive at different times without a dependent. Therefore, the service member that arrives first must stay at BOQ/BEQ and report to the housing office to receive information about starting the housing process before his/her spouse arrives.
- In addition, dual active duty service members must have accompanied orders to request Government furniture.

15. HOUSEHOLD GOODS (HHG) WEIGHT RESTRICTION

- **Accompanied Marines** are entitled to 2,500 pounds (net) or 25 % (net) of the Joint Travel Regulations (JTR) weight allowance, whichever is greater, which also includes your Unaccompanied Baggage (UB) shipment.
- **Unaccompanied Service Members** are entitled to 10% of their JTR allowance.
- Neither the Distribution Management Office (DMO) nor the carriers are responsible for staying within this allowance. If a service member exceeds his/her allowance, the service member must pay all charges connected with the excess weight.
- For any exceptions regarding this policy, contact or visit the nearest DMO Office.

16. FURNISHINGS

- **Accompanied Marines-** furniture and appliances will be provided for accompanied service members for the duration of their tour. Information about the items provided by the furnishings management office can be found at:
<http://www.housing.af.mil/okinawa/furnishingsmanagement/index.asp>
- **Unaccompanied Marines Service Members-** bachelor and unaccompanied enlisted military service members should not ship their household goods to Okinawa. There is no space at the bachelor quarters to accommodate furniture. If member is provided a Certificate of Non-Availability from the billeting office (BEQ/BOQ) and given the permission to reside off-base, the member can look for off-base housing that is already furnished. For more information, please call the Housing Management Office at DSN (315) 634-0582/0583.

17. IPAC CHECK-IN AND ENTITLEMENTS

The Inbound Branch is on Camp Foster Bldg. 5699. To contact IPAC Inbound, call 645-6093/7980. IPAC ID Center is located at Bldg. 5717.

Non-JRC members (accompanied and/or E-6 and above) must report to the IPAC office and the Housing Office (if applicable) within 2 working days of arrival. The Inbound Branch will be available for walk-ins; however, on Thursdays, this office closes at 1500. Appointments are “highly recommended” and can be scheduled at <https://rapids-appointments.dmdc.osd.mil/default.aspx>.

DOCUMENTS NEEDED FOR USMC IPAC CHECK IN:

- *Orders (to include TAD en route)
- *All receipts (to include Temporary Lodging Entitlement (TLE) and/or Temporary Lodging Allowance (TLA))
- *Documentation from Airlines Company showing delays on the travel, if occurred
- *Area clearance/port call
- *G-1 Reporting endorsement
- *Passenger Travel Office (PTO) Authorization for Circuitous Travel, if applies
- *PTO Authorization for vehicle shipping, if applies
- *PTO Authorization for vehicle storage, if applies

- *PTO Authorization for Foreign Flag Carrier, if applies
- *Officer Qualification Record (OQR)/Service Record Book (SRB)
- *Tickets/Unused Government Transportation Requests
- *Dependent Travel INFO
- *Previous Admin Unit INFO/PTO if applies
- *Excess Baggage
Limited to 2 bags per traveler not to exceed 70 pounds per bag
Turn in all itemized receipts with baggage weight, per bag.
Claims that fall outside this will need approval by HQMC Manpower Management Integration and Administration
- *Copy of spouses travel claim (dual military couple) unaccompanied

TLE (Temporary Lodging Entitlement)

Receipts are “a must” to claim this reimbursement and they must be itemized and carry a zero balance.

DISLOCATION ALLOWANCE

Unaccompanied members who have dependents that relocate from their residence IAW their issued PCSO may rate DLA. They must ensure that the designated location elected is a CONUS location and is written into their orders. A dependent travel claim must be submitted upon arrival to receive this entitlement.

TEMPORARY LODGING ALLOWANCE (TLA)

Sponsors are responsible for making lodging reservations at government approved Temporary Lodging Facilities (TLF) for the inbound family to reside at awaiting assignment to military housing. TLA is authorized to assist the service member in partially offsetting expenses incurred during the occupancy of temporary lodging. There is no entitlement to TLA while in a travel status or once permanent quarters are occupied.

TLA is contingent upon:

- Marines MUST use a government TLF (i.e., WestPac, Courtney or Hansen Lodge) unless a Certificate of Non-Availability (CNA) is obtained stating that the facility closest to their place of work is not available for occupancy.
- If the member chooses to stay at an off base TLF and does not provide a CNA from the on base TLF, then the member's lodging reimbursement under TLA will be limited to the government TLF rate, not the rate of the off base TLF. For a family consisting of one active duty member and three dependents, the cost is currently \$125.00 per day for an on base facility and can be as much as \$300.00 per day in an off- base TLF.
- Upon arrival, Navy personnel should check with their personnel support detachment for current guidelines.

PETS (Dogs & Cats) ARE NOT ALLOWED in any of the Marine Corps camps military lodging facilities, so personnel will be required to make kenneling arrangements. **A Certificate of Non-Availability (CNA) will not be provided due to pets.**

TLA is not payable to members who arrive with non-command sponsored dependents, members who arrive prior to their command sponsored dependents, and members married to members without dependents who arrives separately (the member that arrives first must

occupy single type quarters until the other member arrives). Any questions, please contact the disbursing office at 645-7343.

If billeting is not available for the service member, a Certificate of Non-Availability (CNA) must be obtained from billeting office prior to occupying any temporary lodging facilities off-base. Without the CNA, TLA will not be reimbursed. In addition, the CNA does not backdate. The service member's sponsor must obtain this document before the service member can stay at a lodging facility off-base.

Personnel accompanied by dependents must be prepared to pay \$1250 to \$3525 for temporary lodging and subsistence for the initial 10-day period. Personnel are eligible for TLA to offset costs until private or government quarters are obtained. TLA is paid based on the number of days temporary lodging is required and will be reimbursed in 10 day increments. Personnel assigned to Okinawa will not normally be authorized more than 30 days of TLA.

Advance payment of TLA is authorized and encouraged for personnel who may require temporary lodging. Advances can be requested upon arrival (service member must receive a reporting endorsement prior to submission). The TLA payment process normally takes between 5-7 business days and payments will be made directly to the service member's direct deposit account. Personnel are required to pay the full amount of their final TLF bill upon check out. Therefore, requesting advance TLA is highly encouraged if adequate funds to pay the bill are not available.

TLA CLAIM: IPAC is seeing an increase in service members being denied compensation for traveling costs due to noncompliance of travel instructions specified on their orders. We recommend all inbound service members to review their travel orders thoroughly and plan their leave and travel arrangements accordingly. In addition, please read the Temporary Lodging Allowance (TLA) information located at the Welcome Aboard Package at:

http://www.mccsokinawa.com/mccs%20wireframes/mccs_subx2-0img.aspx?pageid=2147488347

When booking temporarily lodging through MCCS Tours Plus, due to non-availability of on-base lodging, accompanied service members must request an itemized receipt, pay in full and receive a zero balance receipt in order to receive/qualify for reimbursement. For more information or assistance, please contact MCCS Tours Plus at DSN: (315) 645-8500.

18. DELAYED FAMILY MEMBER TRAVEL FOR USMC SERVICE MEMBERS **(Added March 2015)**

USMC service members who must delay their family member travel **MUST** have approval from HQMC to continue drawing their stateside allowances. Upon reporting, if this approval was not previously obtained, their stateside allowances will be stopped until the HQMC approval letter is received. In addition, accompanied USMC service members who delay their family member travel **DO NOT** rate Temporary Lodging Allowance (TLA) to stay at a hotel/lodging facility. They are required to check into and stay at an unaccompanied Billeting Facility. They can then request military family housing 30 days prior to their family members arriving on Okinawa.

Delay of Family Member Travel is intended for instances where the family members are delayed due to circumstances not controlled by the member. Delay is intended for a short duration only,

usually no more than 60 days. Requests for continuing to receive a housing allowance other than the PDS will normally be disapproved for the following circumstances:

- 1) Continuing spouse's education
- 2) Financial burden of relocating dependents including selling a dwelling
- 3) On-Base Housing waiting list at new PDS
- 4) Family Member employment and/or daily commute time
- 5) Conserving Permanent Change of Station (PCS) funds by not relocating family members
- 6) Issues with flight arrangements for pet travel

MMIB-3 (formally MMIA) recommends members delaying their family member travel review MARADMIN 238/06, Pay and Allowance Advisory Notice (PAAN) 27-06 and Reserve Pay and Allowance Advisory Notice (RPAAN) 25-06 for further guidance.

19. NEWCOMERS' ORIENTATION WELCOME ABOARD BRIEF (NOWA)

Newcomers' Orientation is mandatory for all accompanied (all ranks) USMC and USN service members, civilian employees, family members (military and civilian) age 10 and up, and all unaccompanied USMC (E-6 and above) and USN (E-6 and above), and civilian (all grades) new arrivals are required to attend Newcomers' Orientation within 2 weeks of arrival. Attendance must be confirmed prior to the MCB Safety Office issuing the SOFA POV Drivers' Licence (USFJ-4).

NOWA is offered every Wednesday from 07:20 until 14:00. Transportation is available from the Westpac, Hamagawa and Eagle Lodges. The sponsor must request transportation at the time of NOWA registration. The transportation request must be made when registering for NOWA. Once the final flight information is received, sponsors can register their sponsees by calling the nearest M&FP-R at:

Camp Foster	Bldg. 445	645-2104/8395
Camp Kinser	Bldg. 1220	637-2815
Camp Courtney	Bldg. 4425	622-7332
Camp Hansen	Bldg. 2339	623-4522
Camp Schwab	Bldg. 3327	625-2622

To REGISTER ONLINE for NOWA, please visit the Relocation Assistance page

(<http://mccsokinawa.com/relocation/>)

Childcare is provided (free of charge) during NOWA by the Children Youth and Teen Program (CYTP) on a limited space-available basis and must be reserved in advance. Note: Infant Care space is extremely limited. Sponsors should call the CYTP Resource & Referral Office at 645-4117 for reservations prior to the newcomer's arrival. 1-2 days prior to attending NOWA, the inbound family must complete the required paperwork and turn it in at the R&R Office which is located at Camp Foster, bldg. 495. Once this process is completed, the child can be dropped off at the Child Development Care/School Age Care Center/Family Care Provider the morning of their Newcomers' Orientation. Parents also have the option of attending the orientation at different dates so one of them can watch the child.

In addition, newcomers should bring extra copies of the service member's orders and copies of dependent's area clearance/dependent entry approval for Tricare re-enrollment. If the newcomer does not have these documents, he/she can re-enroll by going to the U.S. Naval Hospital at a later date.

E-5 and below with accompanied orders, but who have delayed their dependents, will go be picked up by their sponsors, taken to the billeting facility and are required to attend Newcomers' Orientation. Unaccompanied E-5 and below will attend the Joint Reception Center (JRC) brief or their command indoctrination brief. For more information, please refer to item #2.

*References: Newcomers' Orientation is mandatory as per MCO 1320.11F and IIIMEF/MCIPACO 1754.1

*Completion of Newcomers' Orientation is also required before any service member assigned to a USMC unit is granted off-installation leave or liberty in Japan (III MEF/MCIPAC 5800 LTR CGOF of 14 Feb 13)

*In addition, attendance must be confirmed prior to MCB Safety Office issuance of Status of Forces (USFJ-4) Personally Operated Vehicle Driver's License in accordance with MCIPACO 5560.1.

20. OPERATORS PERMIT FOR CIVILIAN VEHICLES (DRIVERS LICENSE)

Please contact Base Safety at 645-3183/2862 to inquire about taking the POV Licensing exam prior to attending NOWA or the day of. Orders, area clearance, and valid Stateside Driver's License are required to obtain a SOFA driver's license. Civilians must check with Base Safety for specific requirements.

Ensure prior to departing from the states, your state issues drivers' license is valid and in good standing. **If you think you have a military exemption allowing your driver's license to be valid passed expiration, contact your state's Department of Motor Vehicles to confirm that is the case.**

The study guide for the licensing exam can be found on the MCCS welcome aboard website.

21. DODDS SCHOOLS

All Department of Defense Education Activity (DODEA) schools registration forms are available online at <http://www.okinawa.pac.dodea.edu/>

Note: Registration must be completed in-person at the school after arrival on-island.

Before accepting housing, visit the DODDS Okinawa Transportation website to confirm availability of school bus service in the area the service member is considering living in and to find out which school the child will attend. Go to

<http://www.okinawa.pac.dodea.edu/transportation.html> , scroll to bottom of page for the school zone map/information.

22. DEFENSE BIOMETRIC IDENTIFICATION SYSTEM (DBIDS) (added April 2015)

Kadena Air Base (KAB), 18th Wing, implemented DBIDS for entry onto Kadena Air Base (KAB) during October 2013. Personnel entering KAB will have their identification cards scanned at the installation entry control points prior to being allowed entry. Everyone (active duty, civilian, family members) is allowed a grace period, but after the short grace period, they will be denied entry to KAB until they have completed their DBIDS registration. For KAB access you will be REQUIRED to register your identification card (this includes all family members holding an ID Card) at the Visitor Control Center (Bldg. 31) located at Kadena Gate 1. Military Orders or Letter of Employment and I.D. Card are required for registration. For further information on and hours please contact 634-3437. Personnel authorized to access KAB, who have NOT registered in DBIDS database, will only be granted temporary access five (5) times.

23. CONTRACTS (CELL PHONES)

Cellular Phone companies in Japan have an AUTOMATIC two (2) year renewal contract, which means the existing or current two year contract, will automatically be renewed on its expiration date, unless otherwise communicated with the cell phone provider. Most of Japanese Cell Phone companies DO NOT have a “Military Clause”, which cancels contract/penalties due to military orders/deployment. Because of this, the service member might end up paying a very costly penalty for canceling his/her contract before the 2 year contract is complete. Because of the automatic two year contract renewal, service members leaving after a normal three year tour might be subjected to costly cancellation and penalty fees. Please talk with to your cell phone provider on Okinawa to find out if the company has other options such as monthly and pre-paid agreements. Service members must also ensure they completely cancel their contacts before leaving Okinawa. Again, as with any contract, all service members should thoroughly read and fully understand their contracts before signing them.

24. CHILD SUPERVISION GUIDELINES (added April 2015)

The III MEF/MCIPAC Order 5800.1 w/ CH 1 mandates very specific child supervision guidelines that apply to all Status of Forces Agreement (SOFA) personnel both on/off the installations on Okinawa. While these guidelines are similar to all installations, they are very strictly enforced.